Breeze 5.0 Migration Kit

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Breeze 5 Migration Guide

Macromedia Breeze 5 Migration Guide provides the information you need to successfully upgrade to Breeze 5 from Breeze 4.1. This manual is applicable to both hosted and licensed Breeze users. It includes an introduction to new features in Breeze, as well as information on preparing for and performing the application upgrade, managing the application, and using the application as an end user.

Who should read Breeze 5 Migration Guide

The Migration Guide contains useful information for the following audiences:

End users All users who interact with the Breeze system or applications, including authors, publishers, hosts, presenters, and participants. For more information, see "Upgrade information for end users" on page 6.

System and network administrators Those responsible for installing the new application and ensuring system and network compatibility. Tasks include performing backup operations, assessing downtime during the upgrade operation, running the upgrade operation itself, and assessing network impact from the new application. For more information, see "Installation requirements" on page 9.

Application administrator The person responsible for managing users and groups, permissions, and other application maintenance. For more information, see "Integration and customization" on page 9.

What's new in Breeze 5

Breeze 5 offers significant advances in Breeze architecture, capabilities, and functionality. This upgrade includes new Breeze server technology, improvements to the Breeze applications that were available in Breeze 4.1, and a new application created for this version. Breeze 5 consists of the following elements:

Breeze Communication Server 5 Upgraded and renamed from Breeze Presentation Platform 4.1.

Breeze Manager Upgraded and renamed from the Breeze Web Manager.

Macromedia Breeze Meeting Upgraded and renamed from Breeze Live meeting experience.

Macromedia Breeze Presenter Updated application that includes all the functionality (and more) from what was formerly called Macromedia Breeze Plug-In for Microsoft PowerPoint.

Macromedia Breeze Training Upgraded from the previous version.

Macromedia Breeze Events A new Breeze application for managing the full life cycle of an event.

Upgrade information for end users

Breeze 5 includes new features for end users in all Breeze applications, including Breeze Presenter, Breeze Meeting, Breeze Training, and Breeze Events. The following are highlights of the new features:

Breeze Presenter New capabilities for creating Breeze content, including new question types and question branching for quizzes and surveys, an upgraded engine for converting PowerPoint documents to Flash format, new audio and video streaming, and more flexibility in publishing.

Breeze Manager New capabilities for managing users, groups, and permissions, including new locations for the Users and Reporting tabs.

Breeze Meeting An updated interface, new features for managing permissions for users and groups, integrated audio conferencing, moderated Q&A, and integration with Microsoft Outlook for scheduling and joining meetings.

Breeze Training Curriculum management for combining related courses and content into a single curriculum, report capabilities for tracking enrollment and completion data, and integration of Macromedia and third-party content in training materials.

Breeze Events A new application that lets users manage the full life cycle of large- or small-scale events, including registration, invitations, reminders, and reporting. Breeze Events must be used in conjunction with Breeze Presenter, Breeze Meeting, or Breeze Training.

For information about specific procedural changes in using Breeze applications, see the following sections:

- "Upgrading to Breeze Presenter" on page 7
- "Migrating quizzes" on page 7
- "Working with Breeze Manager" on page 7
- "Creating Breeze meetings" on page 8
- "Using the XML API" on page 9

In addition, see the Breeze Resource Center for on-demand training and best practices designed to help Breeze users be successful with the software.

Upgrading to Breeze Presenter

Macromedia Breeze Presenter is a software tool for rapidly creating rich content and high-quality multimedia presentations. Breeze Presenter uses PowerPoint as a base. Finished presentations are delivered in Macromedia Flash format (SWF file), and are SCORM- and AICC-compliant. When you create content for Breeze 5 in PowerPoint, keep in mind the following:

- When you upgrade your system to Breeze 5 (whether you use the hosted or licensed version of Breeze), your Breeze 4.1 content does not automatically get updated. You can still view and use content created in Breeze 4.1 after you upgrade to Breeze 5. However, if you want to take advantage of the new features in Breeze Presenter 5, you must install Breeze Presenter 5 and republish your content.
- Content authors who have the Breeze 4.1 Plug-in for PowerPoint are automatically asked to upgrade to Breeze Presenter the first time they try to publish content to a Breeze 5 server. The Install wizard guides you through the installation.
- The process for adding a photo to identify a presenter has changed. For the new procedure, see www.macromedia.com/go/brze5_newpresenter/ in *Breeze Presenter User Guide*.

Breeze Presenter 5 features the ability to synchronize inserted Flash (SWF) files with the main player controls. However, if you inserted any Flash content using the Breeze 4.1 Plug-in for PowerPoint, these files are not synchronized and will not appear in the Flash Files tab in the Presentation Settings dialog box. To synchronize these files, you must reinsert them using Breeze Presenter 5. For more information, see www.macromedia.com/go/brze5_animation in *Breeze Presenter User Guide*.

Migrating quizzes

When you migrate quizzes created in Breeze 4.1 to Breeze 5, keep in mind the following:

- When you open a quiz created using the Breeze 4.1 Plug-in for PowerPoint, you are prompted to allow Breeze Presenter to convert your old quiz content. If you accept the conversion, images and fonts in the quiz are displayed using standard formatting. You must reapply, in Breeze Presenter 5, any custom formatting you applied to the quiz in Breeze Presentation 4.1.
- If you created custom audio feedback for a quiz using the Breeze 4.1 Plug-in for PowerPoint, you need to rerecord the audio in Breeze Presenter. For more information, see www.macromedia.com/go/brze5_add_quiz in *Breeze Presenter User Guide*.
- You can now use Breeze Presenter 5 customization options to perform any customizations that were performed in Breeze Presentation 4.1 to support LMS requirements.

Working with Breeze Manager

Breeze Manager 5 includes a variety of new features that make it easier to use, including a new interface, a Dashboard for reporting statistical information on user activities, list navigation for easily locating a user by name, new ways to manage users, groups, and accounts, and more. For an overview of new features in Breeze Manager, see www.macromedia.com/go/brze5_whats_new in *Breeze Manager User Guide*.

Breeze Manager has a new tab structure, with four new tabs: Training, Seminar Rooms, Event Management, and Administration. The Users and Reporting tabs are now located on the new Administration tab. For more information, see www.macromedia.com/go/brze5_new_tabs in *Breeze Manager User Guide*.

Creating Breeze meetings

When you create Breeze meetings for Breeze 5, keep in mind the following changes:

- The Presenter role in Breeze 4.1 has been redefined as two roles in Breeze 5: Host and Presenter. The Host role in Breeze 5 has all the permissions that the Presenter had in Breeze 4.1, including control over the meeting room layout. The Presenter role in Breeze 5 cannot control room layout. This modification in roles was introduced so that Breeze administrators can allow others to present materials in meetings, without allowing all presenters to modify the layout or other proprietary aspects of the meeting. For information, see www.macromedia.com/go/brze5_overview in *Breeze Meeting User Guide*.
- For some tasks involved in participating in meetings, users need to install the new Breeze Meeting Add-in. The Breeze Meeting Add-in supports new features, such as enhanced computer-to-computer communication and improved screen sharing. You will be prompted to install Breeze Meeting Add-in while starting a meeting, if the Breeze application determines that you need it. The Install wizard guides you through installation.
- Pod configuration has changed. The Content and Screen Sharing pods from Breeze 4.1 are now the Share pod in Breeze 5. There is also a new pod, the Q &A pod, which presenters can use to moderate questions sent in by participants from the Chat pod. For information, see www.macromedia.com/go/brze5_share_pod and www.macromedia.com/go/brze5_moderating in *Breeze Meeting User Guide*.
- The procedure for setting up audio conferencing has changed. You now add audio conferencing information when you create a meeting, using the Meeting wizard. For information, see www.macromedia.com/go/brze5_create_meeting in *Breeze Manager User Guide*.
- If you created custom pods in Breeze 4.1, those pods will not be displayed in Breeze 5. A red X will appear in place of each custom pod.
- You can now easily create custom layouts for Breeze meeting rooms. With a template, a predefined meeting room layout, you can instantly create and begin using a new meeting room. After a meeting is created, you can quickly create multiple layouts in a variety of configurations. For information, see www.macromedia.com/go/brze5_templates in *Breeze Meeting User Guide*.

Working with Breeze Training

When you upgrade to Breeze 5, courses that appeared in your My Training folder in Breeze 4.1 appear in the Shared Training folder. To view these courses, click the Shared Training link in Breeze 5.

Upgrade information for system and network administrators

To successfully upgrade to Breeze 5, there are a number of procedures that system and network administrators should perform. For information on upgrade procedures, including backing up Breeze files, backing up the Breeze database, and more, see www.macromedia.com/go/brze5_upgrade in *Breeze Installation and Configuration Guide*.

Installation requirements

For information on hardware and software installation requirements, see www.macromedia.com/go/brze5_install_reqs in *Breeze Installation and Configuration Guide*.

Integration and customization

The following sections provide information on integration changes in Breeze 5.

Using the XML API

The XML API offers new capabilities for customizing Breeze applications. These new capabilities include the following:

Custom Field APIs Let you add, update, and get information about custom fields.

Bulk report APIs Let you generate bulk reports.

Report-quiz APIs Updated to include new interaction data types.

Report-asset-version API Provides information about report assets.

Report-attendance API Provides information about attendess of a particular SCO.

Principals APIs Updated to include information about custom fields.

SCO APIs Updated to include new Shareable Content Objects (SCOs) and content.

SCO-expanded-contents API Lists all the SCOs in an account.

Curriculum APIs For gathering information about curriculums and updating them.

Event API For making an event public.

For more information, see www.macromedia.com/go/brze5_xml_api in *Breeze Integration Guide*.

Working with LMS customization

You can now customize Learning Management Systems (LMS) settings in Breeze Presenter. The LMS Customization Settings options, located on the Reports tab in the Quiz Manager menu item, lets you select from several options for customizing LMS settings.

The settings let you specify what data is sent to the LMS and how the data is formatted. Typically, these settings are used by advanced LMS users or requested by LMS administrators. For more information, see www.macromedia.com/go/brze5_custom_lms in *Breeze Presenter User Guide*.

Customizing LMS configurations using Breeze Presenter

You can now use options in Breeze Presenter 5 for customization of LMS configurations that required an external tracking mechanism in Breeze 4.1.

Reporting options in the Quiz Manager dialog box in Breeze Presenter let you select how to report scores to your LMS. You can choose to report scores in numeric or percentage form. You can also choose to report only scores, or both scores and interactions. For more information, see www.macromedia.com/go/brze5_reporting in *Breeze Presenter User Guide*.

Breeze Presenter 5 also offers several advanced settings for how presentations integrate with learning management systems. You can specify what data is sent to the LMS, and how the data is formatted. For more information, see www.macromedia.com/go/brze5_custom_lms in *Breeze Presenter User Guide*.

Communicating with users about the upgrade

It's important for system and application administrators to communicate with end users about the Breeze upgrade. Administrators should send communications to inform users of the upcoming upgrade, to give information on new features and functions, and to explain how users can begin using the new version of Breeze.

The following are sample e-mail messages for communicating with users about the Breeze upgrade.

Inform users of upcoming system downtime

Network administrators should send an e-mail such as the following to warn users of system downtime while the upgrade is being performed:

> Macromedia Breeze will undergo regularly scheduled system maintenance this weekend for network improvements. This maintenance will occur Saturday, March 26, 2005, between 10:00 a.m. and 2:00 p.m. PST. During the maintenance window, the Breeze system may be intermittently unavailable. If you experience any problem with your Breeze account after the upgrade, please contact our Technical Support team.

Provide information to generate user interest in Breeze 5

Breeze application administrators should send an e-mail message such as the following to create user interest in the new application:

> Macromedia Breeze 5 includes many new features and capabilities designed to enhance the experiences of all Breeze users. For information on new features, see the Breeze Resource Center at www.macromedia.com/resources/breeze/.
>
> The upgrade to Breeze 5 will be performed on March 12, 2005, from 12:01 to 2:00 a.m. Note that all Breeze applications will be unavailable during this time.

Users who create content in Breeze 5 should keep in mind the following:

- The first time you try to author Breeze 5 content in Microsoft PowerPoint, you will be prompted to upgrade to Breeze Presenter. The Install wizard guides you through the installation.
- For some tasks involved in creating meetings, you will need to install the Macromedia Breeze Meeting Add-in. You will be prompted to install the Breeze Meeting Add-in while creating a meeting, if the Breeze application determines that you need it. The Install wizard guides you through installation.

Send a follow-up message when migration is complete

Network and application administrators should send an e-mail message such as the following to let users know that the upgrade is complete:

The migration to Macromedia Breeze 5 is complete. For information on using new features, see the following sources:

- The Breeze Resource Center at www.macromedia.com/resources/breeze/.
- The Macromedia Breeze help system: *Breeze Presenter User Guide*, *Breeze Manager User Guide*, and *Breeze Meeting User Guide*.

Users who create content in Breeze 5 should keep in mind the following issues:

- The first time you try to author Breeze 5 content in Microsoft PowerPoint, you will be prompted to upgrade to Breeze Presenter. The Install wizard guides you through the installation.
- For some tasks involved in creating meetings, you will need to install the Macromedia Breeze Meeting Add-in, a modified version of Macromedia Flash Player. You will be prompted to install the Breeze Meeting Add-in while creating a meeting, if the Breeze application determines that you need it. The Install wizard guides you through installation.

If you have questions about using Breeze 5, contact breeze_admin@domain.com.

Resources

Macromedia Breeze 5 offers many exciting advancements in online communications technology. We look forward to your success with the product.

For additional information, see the following sources:

Breeze Documentation See documentation for Breeze 5, including *Breeze Presenter User Guide*, *Breeze Manager User Guide*, and *Breeze Meeting User Guide,* in the Breeze help system or at http://livedocs.macromedia.com/breeze/5b/index.html.

Breeze Resource Center The Breeze Resource Center provides on-demand end-user training and best practices to help all Breeze users be successful with the software. See the website at www.macromedia.com/resources/breeze/.

Breeze Support Center The Breeze Support Center contains the latest support information, including TechNotes, Breeze presentation tutorials, and support program details. Check the website often for the latest Breeze support information at www.macromedia.com/support/breeze.